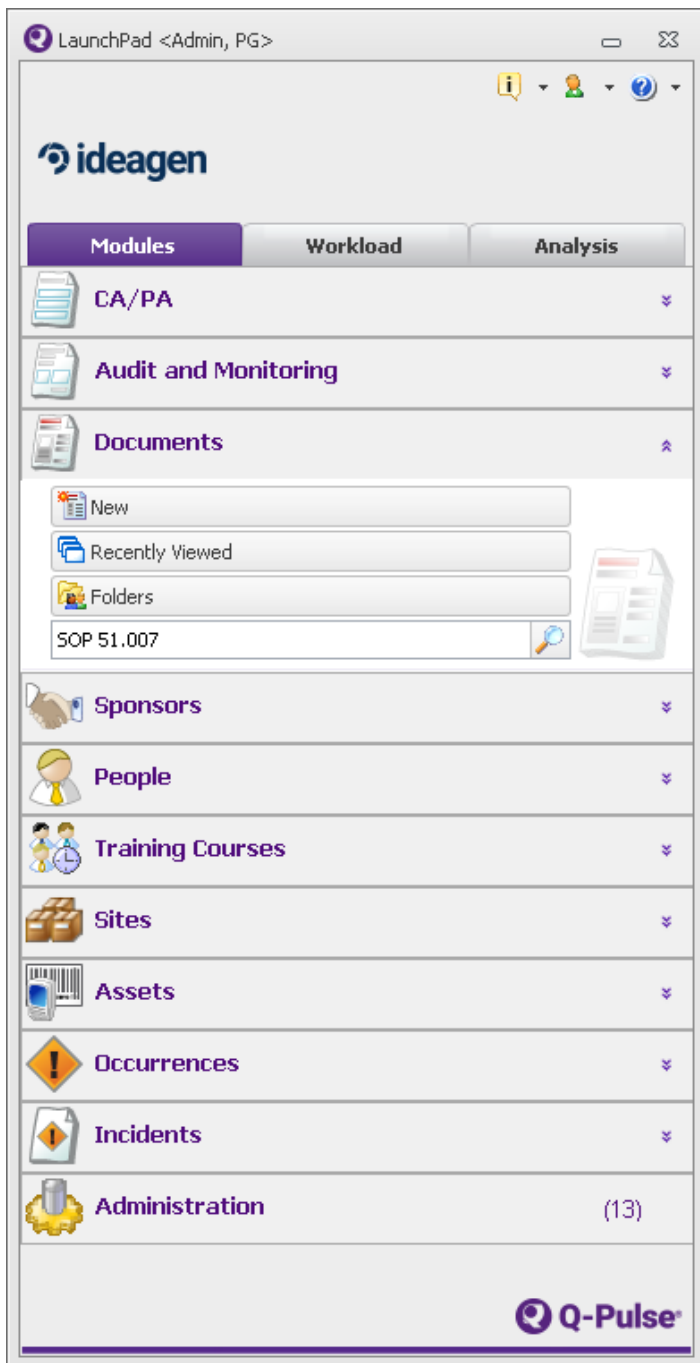


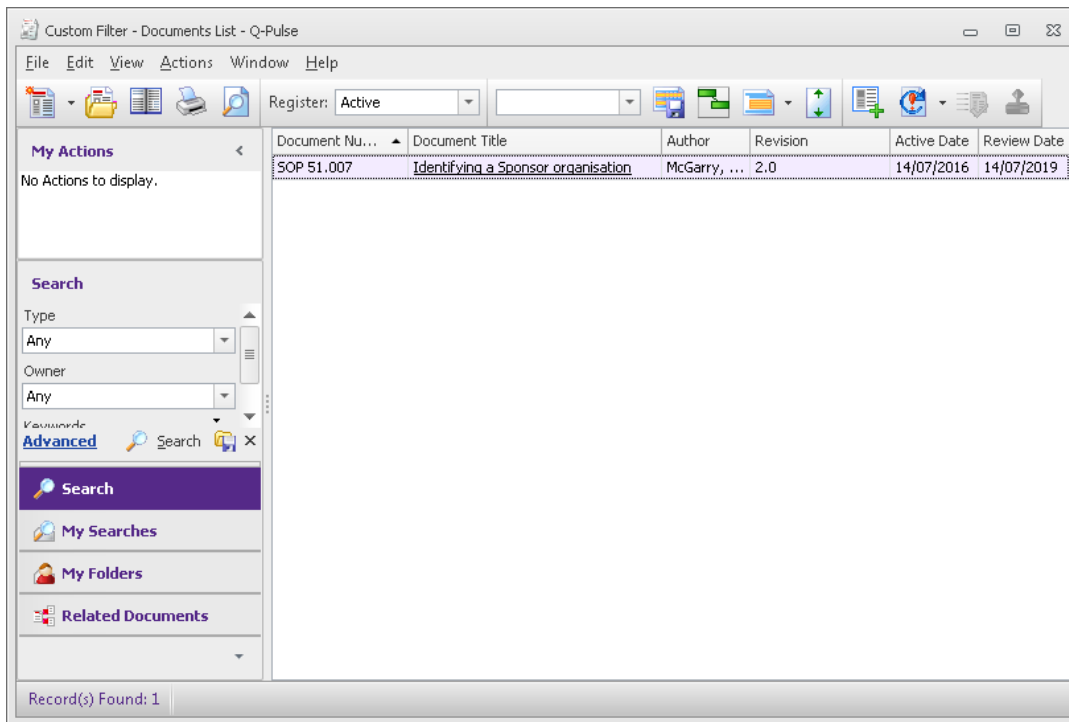
Creating a Change Request

A change request can be raised against a document by all users, this can be used to highlight any issues which have been identified or to suggest improvements for later review.

To raise a change request, first navigate to the document in question. To do this, expand the document tab from the front Launch Pad. You can search for an exact document by entering its number as shown below, in this example SOP 51.007.

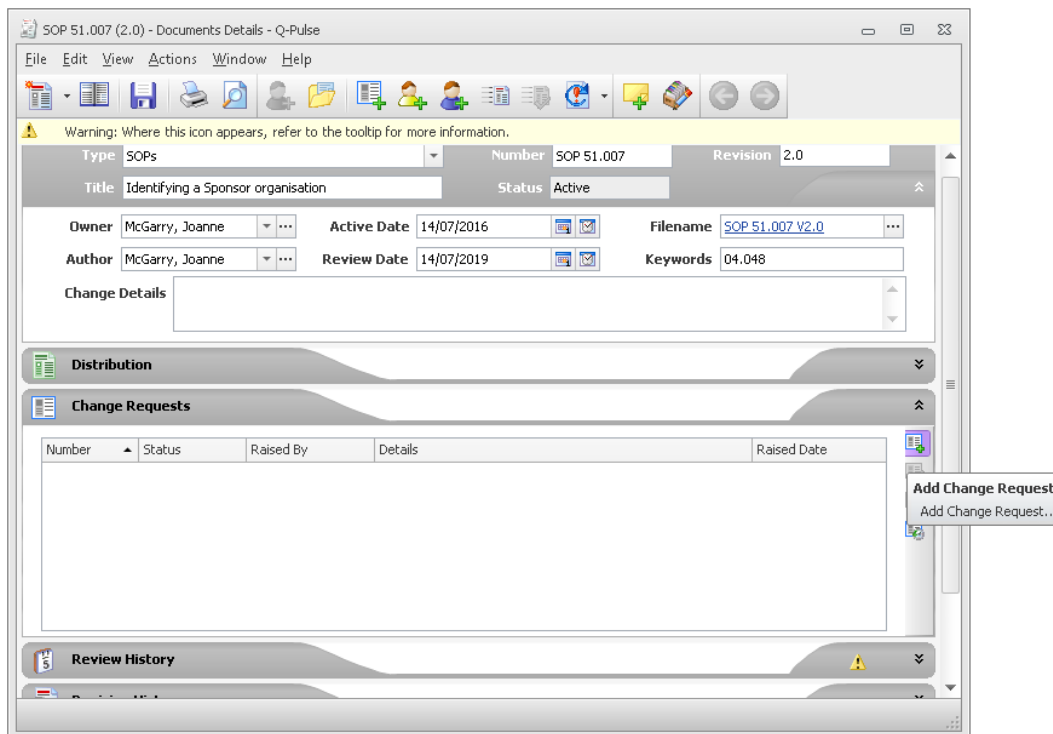


This will then open a document window with the desired document(s) listed, double click on this to open the record.



This will open the document record, a change request can be raised by expanding the “Change Requests” tab and

then selecting the “Add Change Request” button. 



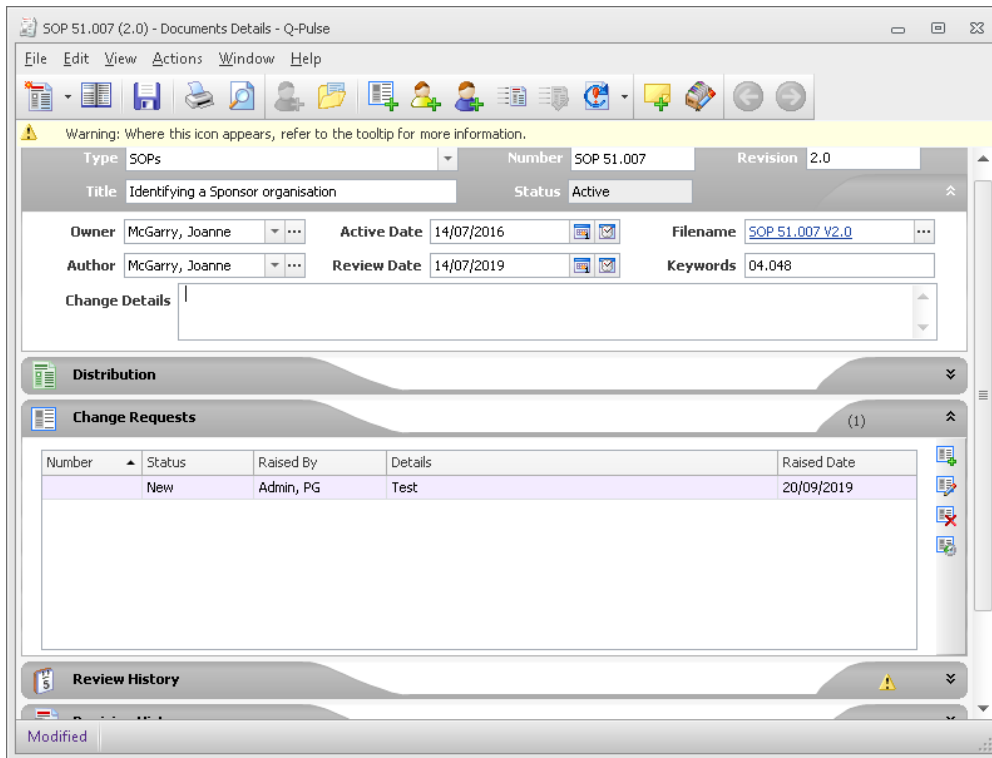
This will open a new window where the details of the change request can be recorded, there is a free text box to detail the suggested change. This should be a sufficient level of detail to understand the change at a later date. It is also possible to attach supporting documents in the “Supporting Information” section by clicking on the 3 dots to the right. You will also have the ability to set a Severity Level to reflect the nature of the suggested change.

The screenshot shows a dialog box titled "Add Change Request - SOP 51.007, Identifying a Sponsor organisation (Active)". The dialog is divided into three sections:

- Details:** A large, empty text area for entering the details of the change request.
- Supporting information:** A text box with a three-dot menu icon to its right, used for attaching supporting documents.
- Confirm raise information:** A section containing three fields:
 - Raised by:** A dropdown menu showing "Admin, PG" and a three-dot menu icon.
 - Raised Date:** A date field showing "20/09/2019" with calendar and mail icons.
 - Severity:** A dropdown menu showing "Normal".

At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Once you click ok, the window will close and you will return to the main document window. A new line will be added to the change request window, this will not be saved until you press the save button on the document window.



Once the request is saved, a number will be assigned to the Change Request as shown below.

